



## Assigning a Network Bar-Code Printer in FileTrail

### Quick Reference Guide

#### Introduction

This document provides FileTrail users with the steps necessary to assign a default network bar-code printer in FileTrail.

#### Steps

##### Obtain the Printer and Server Name

1. Click **start** on the Windows taskbar (Figure 1).
2. Select the **Printers and Faxes** option to open it.

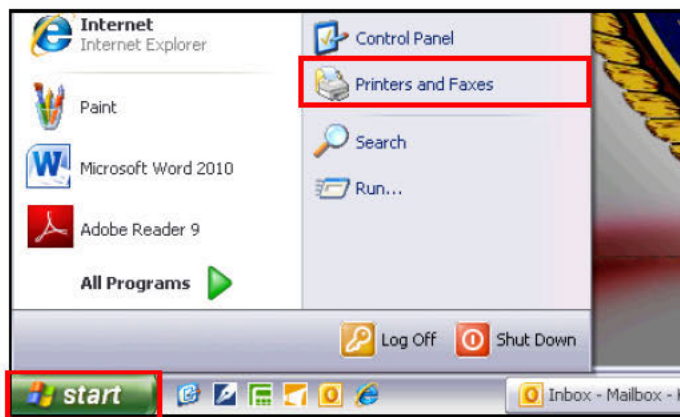


Figure 1

3. Locate the bar-code printer in the list. (Figure 2). If the printer is not in the list, refer to the *Add a Network Printer in Windows* QRG to add the printer to your windows profile.

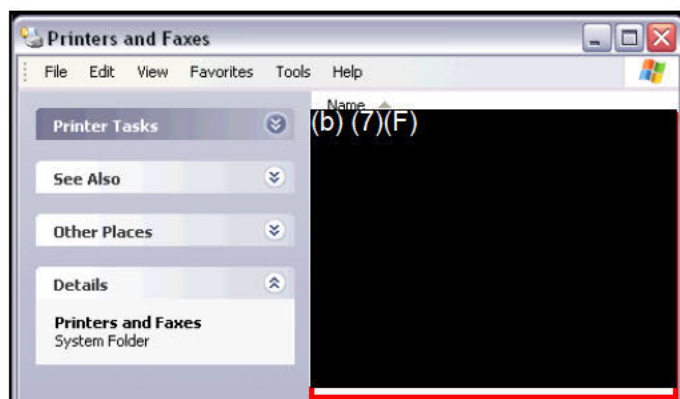


Figure 2

4. Select the printer and verify that it is the correct printer using the Details information (Figure 3). Leave the window open.

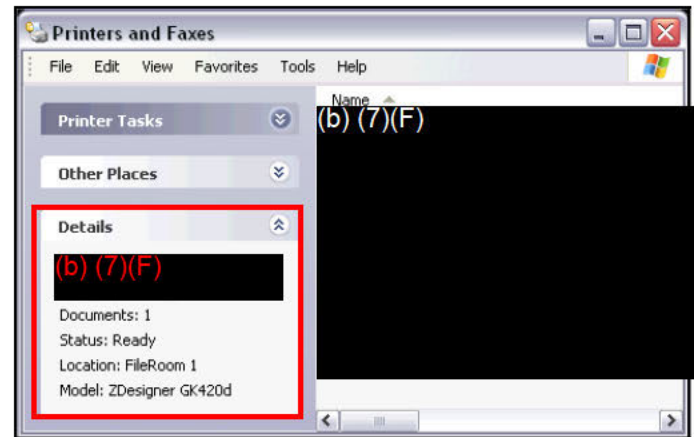


Figure 3

**Note:** In this example, Details lists the printer name (b) (7)(F) and the sever name (b) (7)(F). Save this information for use during the printer set-up in FileTrail, step 11 below.

##### Open Barcode Search

5. Log in to CASE.
6. Select the **OTHER PROGRAMS** module.
7. Launch **Barcode Search** (Figure 4).

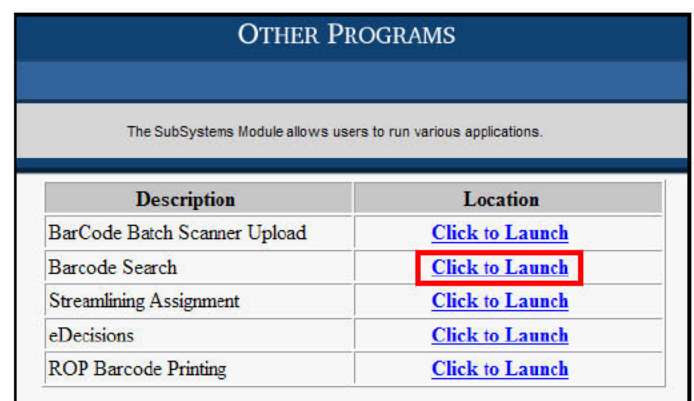


Figure 4

##### Open FileTrail Preferences

8. The Barcode Search window opens. Search for a valid A-Number, Alien name, or scan a bar code to access the Barcode Search Results window.
9. Click the **FileTrail Preferences** icon on the Barcode Search Results ribbon to open the Preferences window (Figure 5).



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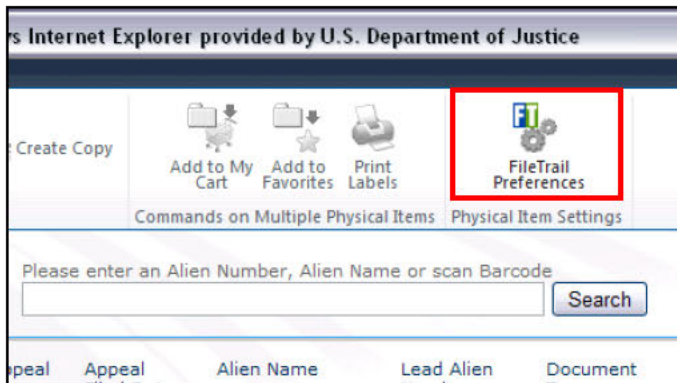


Figure 5

### Set the Default Printer

10. In the Preferences window, Defaults tab, locate the default printer settings in the **Labels** section (Figure 6).

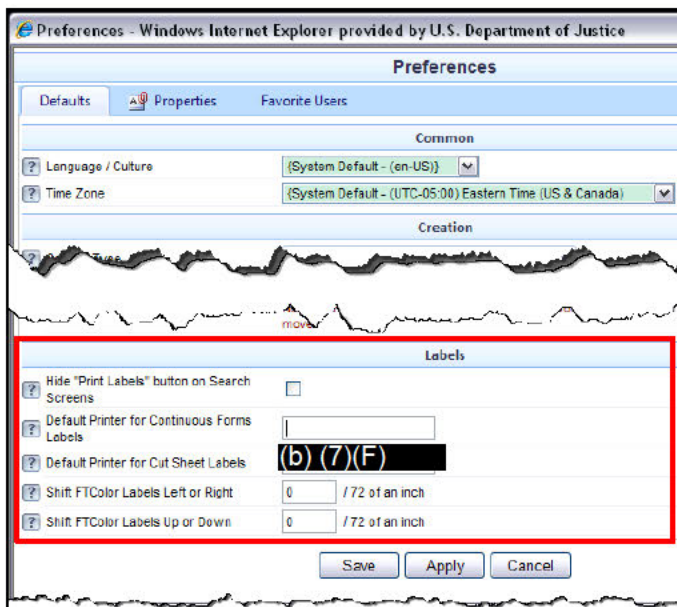


Figure 6

11. Enter the bar-code printer server and printer name collected in step 4, into the field titled **Default Printer for Continuous Forms Labels** (Figure 7). This entry must be in the server-printer path format.  
i.e. (b) (7)(F)

**Note:** In this example the entry is:  
(b) (7)(F)

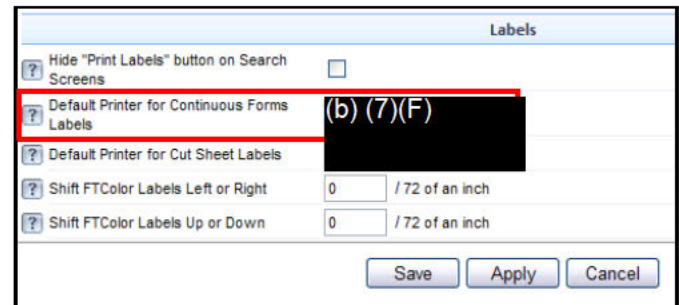


Figure 7

12. Click **Save**. The FileTrail Preferences window automatically closes and the Barcode Search Results window is visible again.

### Print a Test Bar-Code

13. Ensure the printer is on line and ready to print. In the Printers and Faxes window, verify the status for the printer is **Ready**.
14. On the Barcode Search Results window, select a record to print.
15. Click the **Print Labels** icon on the Barcode Search Results ribbon. (Figure 8).

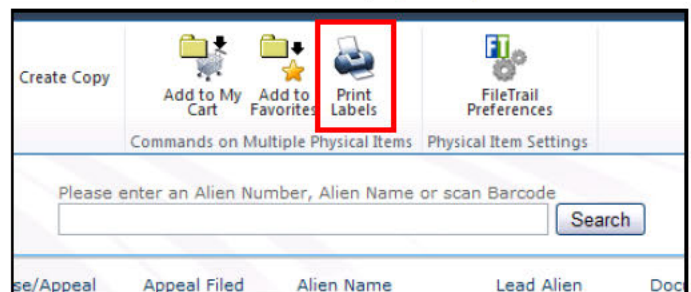


Figure 8

**Note:** If the label does not print, verify that you entered the correct server and printer name back in step 11, and test print a bar-code label again. If the label fails to print again, contact the EOIR Help Desk.

16. Log out of CASE and close all windows.